



## **JOB DESCRIPTION**

Title: **GENERAL MANAGER**  
Department: Power  
Class Code: 1700  
FLSA Status: Exempt  
Effective Date: July 1, 1982 (Rev. 12/2011)  
Grade Number: 35

### **GENERAL PURPOSE**

Under broad policy guidance and direction from the Mayor, performs professional administrative work in supervising and coordinating all activities of the Murray City Power Department.

### **EXAMPLE OF DUTIES**

- \*-- Provides and/or oversees Chief Administrative Services to all sections within the Power Department.
- \*-- Responsible for Power supply development and resource scheduling.
- \*-- Represents Murray City Power by serving on various governing boards and committees; works directly with Mayor's Office on government relations issues as they pertain to electrical utilities. Serves in the capacity of primary staff contact between the Power Department and the Power Advisory Board.
- \*-- Ensures that all WECC/NERC compliance audits and reports are complete and timely submitted.
- \*-- Responsible for overseeing and providing management review and preparation of financing documents such as bond resolutions and engineering reports.
- \*-- Presents budgetary requests annually; researches budget needs; compiles budget data; negotiates budget terms.
- \*-- Responsible for all consultants necessary to complete Power Department activities.
- \*-- Responsible for all construction and maintenance specifications; holds responsibility for all design work of system substations, overhead and underground distribution and transmission facilities, power generation facilities, dispatch and control facilities.

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- \*-- Negotiates all power supply contracts; expedites contracts; oversees various power related studies; holds responsibility for forecasting power system requirements, loads and resource schedules.
- \*-- Responsible for all system contract negotiations, development and expedition.
- \*-- Responsible for and may assist in designing new overhead and underground electrical distribution systems or modifications to the existing system.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from a college or a university with a Bachelor's degree in Electrical Engineering, Business or Public Administration and six (6) years of progressively responsible experience at an electric utility, four (4) years of which must have been at a supervisory or managerial level, or any equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah Driver's license.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of underground and overhead power distribution systems; design and analysis; considerable knowledge of contract development and administration.
- Knowledge of the theory, principles, and techniques of organizing and managing electric utilities.
- Knowledge of State and Federal guidelines, rules and regulations applicable to electric utilities.
- Skill in planning, directing, and managing the overall operations of a municipal electric utility, including developing/implementing policies and procedures, determining rates, and preparing and monitoring the budget, and preparing reports.
- Skill in reviewing a variety of technical plans and drawings to ensure that they meet identified needs and comply with established standards of the electric power industry, as well as local, State, and Federal regulations.

- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees, the public, other departments and outside agencies.
- Ability to effectively direct and manage human and material departmental resources.
- Ability to translate technical data and information into an easily understood format for presentation.
- Ability to detect and analyze production and work flow problems and to implement effective solutions.
- Ability to analyze complex problems and identify solutions.

### **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheet and database software; phone; vehicle; pager; copy and fax machine and other equipment pertaining to this position.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.